CHAPTER 5

SECURITY CLASSIFICATION GUIDES

5-1 BASIC POLICY

1. Security Classification Guides (SCGs) serve both legal and management functions by recording DON original classification determinations made under reference (a) and its predecessor orders. SCGs are the primary reference source for derivative classifiers to identify the level and duration of classification for specific information elements.

2. The DON OCAs listed in exhibit 4A are required to prepare a SCG for each DON system, plan, program, or project under their cognizance which creates classified information. Updates to exhibit 4A can be found on the CNO (N09N2) Homepage at www.navysecurity.navy.mil. SCGs shall be issued as soon as practicable prior to initial funding or implementation of the relevant system, plan, program, or project. In support of this requirement, the CNO (N09N2) manages a system called the Retrieval and Analysis of Navy Classified Information (RANKIN) Program, which manages and centrally issues SCGs for the DON OCAs.

5-2 PREPARING SCGs

SCGs shall be prepared, in writing, in the format described in reference (b), and approved personally by an OCA who has both cognizance (i.e., program or supervisory responsibility) over the information, and who is authorized to originally classify information at the highest classification level prescribed in their SCG(s).

5-3 RANKIN PROGRAM

1. The primary element of the RANKIN Program is a computerized data base that provides for the standardization, centralized management and issuance of all DON SCGs. After approval by an OCA, SCGs are forwarded to the CNO (N09N2), RANKIN Program Manager, and entered into the RANKIN data base. Additionally, the RANKIN Program Manager maintains historical files for all DON SCGs.

2. Uniformly formatted SCGs are issued by the CNO (N09N) in the following major subject categories:

OPNAVINST 5513.1:   DON SCGs. (Assigns specific responsibilities for guide preparation and updating)

OPNAVINST C5513.2:   Air Warfare Programs

OPNAVINST S5513.3:   Surface Warfare Programs

OPNAVINST S5513.4:   General Intelligence, Cover and Deception, Security and Investigative Programs

OPNAVINST S5513.5:   Undersea Warfare Programs

OPNAVINST S5513.6:   Communication and Satellite Programs

OPNAVINST C5513.7:   Mine Warfare Programs

OPNAVINST S5513.8:   Electronic Warfare Programs

OPNAVINST S5513.9:   Nuclear Warfare Programs

OPNAVINST 5513.10:   Advanced Technology and Miscellaneous Programs

OPNAVINST 5513.11:   Ground Combat Systems

OPNAVINST 5513.12:   Intelligence Research Projects

OPNAVINST 5513.13:   Non-Acoustic Anti-Submarine Warfare (NAASW) Programs

OPNAVINST 5513.14:   Space Programs

OPNAVINST 5513.15:   Naval Special Warfare Programs

OPNAVINST 5513.16:   Declassification of 25-Year Old DON Information

Periodic updates to this category listing can be found on the CNO (N09N2) Homepage at www.navysecurity.navy.mil.

3. The OPNAVINST 5513 series contains, as enclosures, individual SCGs for systems, plans, programs, or projects related to the overall subject area of the instruction. The SCGs are automatically distributed to commands consistent with their command missions.

4. The CNO (N09N) periodically issues an index of SCGs available within the DON. Commands shall utilize the index to identify those SCGs needed to accomplish their mission. Most instructions in the OPNAVINST 5513 series are assigned National Stock Numbers (NSNs) and can be ordered through the DON supply system. Requests for instructions not assigned NSNs or requests to be placed on automatic distribution for changes and revisions to SCGs shall be addressed to the CNO (N09N2).

5-4 PERIODIC REVIEW OF SCGs

OCAs shall review their SCGs for accuracy and completeness at least every 5 years and advise the CNO (N09N2) of the results. Proposed changes to, and cancellations of, existing SCGs shall be sent to the CNO (N09N2) in the format described in reference (b).

5-5 SCGs OF MULTI-SERVICE INTEREST

SCGs for systems, plans, programs, or projects involving more than one DoD component are issued by the Office of the Secretary of Defense (OSD) or the DoD component designated by the OSD as executive or administrative agent. When designated by the OSD, commands shall report the designation to the CNO (N09N2), prepare any necessary security classification guidance, and forward it to the CNO (N09N2).

5-6 CONFLICT BETWEEN A SOURCE DOCUMENT AND AN SCG

In cases of apparent conflict between an SCG and a classified source document about a discrete item of information, the instructions in the SCG shall take precedence.

REFERENCES

(a) Executive Order 12958, *Classified National Security Information*, 17 Apr 95

(b) OPNAVINST 5513.1E, *DON Security Classification Guides*, 16 Oct 95